



CITY OF ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING MINUTES

Monday, February 27, 2023

The Planning and Zoning Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on February 27, 2023. Members of the public and the Planning and Zoning Commission were able to participate in the meeting virtually, as long as a quorum of the Planning and Zoning Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL ROLLINGWOOD PLANNING AND ZONING COMMISSION MEETING TO ORDER

1. Roll Call

Dave Bench called the meeting to order at 6:08 p.m.

Members Present: Amie Rodnick, Dave Bench, Brian Nash, Tony Stein, and Mike Rhodes

Also Present: City Administrator Ashley Wayman, City Attorney Megan Santee, City Secretary Desiree Adair, Development Services Manager Nikki Stautzenberger, Assistant to the City Administrator Makayla Rodriguez, and Council Member Brook Brown

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Planning and Zoning Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

- 2. Discussion and possible action on the minutes from the January 4, 2023 Planning and Zoning Commission meeting**

Brian Nash moved to approve the Consent Agenda. Mike Rhodes seconded the motion. The motion carried with 4 in favor, 0 against, and 1 abstention (Rodnick).

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Planning and Zoning Commission

Amie Rodnick moved to elect Dave Bench. Mike Rhodes seconded the motion. The motion carried with 4 in favor, 0 against, and 1 abstention (Bench).

4. Presentation and discussion on the role of the Planning and Zoning Commission, and development application and code amendment procedures including amendments to the zoning regulations and associated notification

Bryce Cox, planner with Denton, Navarro, Rocha, Bernal, and Zech (DNRBZ), provided a presentation on the role of the Planning and Zoning Commission, development application, and Code amendment procedures. He discussed the duties of the Planning and Zoning Commission from both Texas State law and the Rollingwood Code, zoning district boundary changes, zoning regulation changes, P & Z recommendations to City Council, City Council action, Public Hearing notification from both Texas State law and the Rollingwood Code, and best practice recommendations for zoning regulation changes.

The Commission asked questions of Mr. Cox.

Dave Bench and the Commission thanked Amie Rodnick for her years of service.

5. Discussion regarding building projections into required yards and the definition of Yard in the R - Residential zoning district

Deets Justice, 310 Pleasant Drive, commented on the push for these amendments and his concerns. He suggested a neutrally worded survey sent out City wide.

Dave Bench called up item 6 at this time.

The Commission discussed the language for item 5, the small amount of public input, the compilation of emails that Dave Bench provided, unintended consequences, and spec homes.

The Commission continued to discuss approaches to height measurement, rooflines, and styles of homes.

Dana Hollingsworth, 303 Almarion Drive, discussed grandfathering, the definition and application thereof, provided a personal example, and discussed how height limitations punish sloped grades.

The Commission discussed restrictions, non-compliance, and consequences.

Brook Brown, 307 Nixon, mentioned how Section 107-422 explains what one can and can't do when there is a nonconforming structure. She explained the 50% rule.

Development Services Manager Nikki Stautzenberger explained how the 50% rule is calculated.

The Commission discussed height limits and the nuances of considering this item.

Deets Justice requested the definition of a projection.

Brook Brown, 307 Nixon, discussed her understanding of the measurement of building height.

The Commission discussed the measurement of building height with different grades.

Dana Hollingsworth stated her support for a committee. She asked for more women on the committee and no council members on this citizen committee. She expressed her opinion on building and the size of lots.

Brian Nash left the meeting at 8:09 p.m.

City Administrator Ashley Wayman requested staff direction for the noticing language for the public hearings.

Mr. Cox discussed the process of moving forward with public hearing notices, Planning and Zoning recommendations, and taking action.

The Planning and Zoning Commission discussed options for their actions.

City Attorney Megan Santee explained the joint public hearings and staff direction for notice language.

The Commission decided on no language change to the noticing needed for the public hearings.

The Commission called up item 8 at this time.

6. Discussion on the definition of Building Height, Residential, residential building height, and related provisions

This item was called up in conjunction with item 5.

7. Discussion and possible action to set two joint public hearings with City Council on April 5, 2023 regarding (1) building projections into required yards and the definition of Yard in the R - Residential zoning district (Sections 107-3 Definitions, 107-75 Yards generally, and 107-76 Minimum Required Depth and Width of Yards), and (2) the definition of Building Height, Residential, and residential building height in the R – Residential zoning district (Sections 107-3 Definitions and 107-71 Maximum Permissible Height)

Tony Stein asked Council Member Brown why City Council asked for joint public hearings.

Council Member Brook Brown responded that having joint public hearings would save resources and time, as well as allow the Council to attend to hear the P & Z's perspective.

Shanthi Jayakumar, 3309 Park Hills Dr, handed out pictures of properties in Rollingwood under construction that were part of a project she undertook with another resident. She also

mentioned the history of building requirements in Rollingwood, privacy issues, and drainage issues.

Mike Rhodes moved to set the joint public hearings as stated in the item. Tony Stein seconded the motion. The motion carried with 4 in favor and 0 against.

8. Discussion and possible action on creating a Residential Code Review Committee and appointment of committee members

The Planning and Zoning Commission discussed their options for recommending the creation of a residential code review committee.

Tony Stein requested specific real-world examples and unintended consequences. The Commission discussed the potential for a residential code review committee.

Tony Stein mentioned that there are citizens interested in serving on the committee and that would encourage participation.

The Planning and Zoning Commission discussed the nature of the committee and the Texas Open Meetings Act.

Mike Rhodes made a motion to recommend this committee as written and proposed. Amie Rodnick seconded the motion. The motion carried with 4 in favor and 0 against.

Dave Bench returned to item 7 at this time.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:04 p.m. by Dave Bench.

Minutes Adopted on the 16th day of September, 2023.


Dave Bench, Chair

ATTEST:


Desiree Adair, City Secretary